CIVIC STATION UNIVERSAL CORE

School Board Governance

Policy, oversight, participation, and stewardship

Publication ID: CSUC-INS-005
Language: English

Published by Civic Station Universal Core
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America Together 2028

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Civic Station Universal Core
Jeremy Levan
America Together 2028

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Main Content

Selected Source Materials

> This section presents selected source materials related to the purpose of this volume.

School Board Pathway

Title: School Board Pathway

Purpose: Offer a governance-focused entrance for policy, planning, oversight, public participation, and institutional stewardship.

Relationship to Universal Core: The pathway is nonbinding navigation and does not replace board authority, education law, district policy, meeting rules, or official legal guidance.

Intended audience: School-board members, clerks, superintendents working with boards, governance staff, and public-engagement personnel.

WHY THIS PATHWAY MAY BE RELEVANT

School boards connect representation, policy, budgeting, leadership oversight, community expectations, educational outcomes, and long-term institutional stewardship.

Starting documents:

- CSF-0005 — Understanding Civic Systems
- CSA-009 — Governance and Change Control Framework
- CSA-3311 — Civic Education Governance Framework
- CSA-3312 — Civic Education Planning Framework
- CSA-3314 — Civic Education Compliance Framework
- CSA-3315 — Civic Education Performance Framework

Recommended next areas:

- Public meetings and participation

- Policy lifecycle and board records
- Budget and resource stewardship
- Educational performance and improvement
- Leadership continuity and community trust

Related pathways:

- SCHOOL_SYSTEM_PATHWAY.txt
- CITY_COUNCIL_PATHWAY.txt
- LIBRARY_SYSTEM_PATHWAY.txt
- CITIZEN_PATHWAY.txt

USE NOTE

This pathway is optional navigation, not a mandatory curriculum, operating directive, or assertion of authority. Applicable constitutions, laws, regulations, court rules, policies, professional standards, and duly assigned institutional authorities remain controlling. The complete Universal Core archive remains available when the starting set is too narrow for the question.

Archive Information:

Official Archive: https://xvf97n.s.gy/UniversalCore

Contact: universalcorecivics@gmail.com

School System Pathway

Title: School System Pathway

Purpose: Help school-system participants explore civic education, governance, operations, knowledge, community relationships, and stewardship.

Relationship to Universal Core: Universal Core can support civic-learning and system-mapping activities but does not replace education law, curriculum authority, district policy, or professional standards.

Intended audience: District leaders, administrators, educators, curriculum staff, librarians, operations personnel, students, families, and community partners.

WHY THIS PATHWAY MAY BE RELEVANT

School systems connect governance, teaching, facilities, public service, records, technology, families, community institutions, and long-term civic learning.

Starting documents:

- CS-003 — Civic Knowledge Standard
- CSF-0013 — Library and Educational Use Guide
- CSA-005 — Universal Civic Core Curriculum
- CSA-3310 — Civic Education Architecture Framework
- CSA-3311 — Governance Framework
- CSA-3313 — Operations Framework
- OM-1334 — Civic Education Services Systems Handbook

Recommended next areas:

- Curriculum and civic-learning pathways
- School governance and community accountability
- Libraries, records, and knowledge stewardship
- Facilities, safety, and continuity
- Family and community partnerships

Related pathways:

- SCHOOL_BOARD_PATHWAY.txt
- LIBRARY_SYSTEM_PATHWAY.txt
- UNIVERSITY_PATHWAY.txt
- COMMUNITY_ORGANIZATION_PATHWAY.txt

USE NOTE

This pathway is optional navigation, not a mandatory curriculum, operating directive, or assertion of authority. Applicable constitutions, laws, regulations, court rules, policies, professional standards, and duly assigned institutional authorities remain controlling. The complete Universal Core archive remains available when the starting set is too narrow for the question.

Archive Information:

Official Archive: https://xvf97n.s.gy/UniversalCore

Contact: universalcorecivics@gmail.com

Universal Information Governance Records Management Framework

CSA-111 — Universal Information Governance Records Management Framework Version: Draft 0.1 Series: Civic Station Architecture Status: Architecture Planning Document

1. PURPOSE

This framework establishes a standardized approach for creating, classifying, retaining, protecting, retrieving, archiving, and disposing of governance records throughout their lifecycle while preserving authenticity, integrity, and accountability.

2. OBJECTIVES

- Preserve official records.
- Support transparency and accountability.
- Ensure appropriate retention.
- Protect sensitive records.
- Enable efficient retrieval.
- Align records management with the Universal Core architecture.

3. RECORDS MANAGEMENT PRINCIPLES

Records management shall be:

- Authentic
- Reliable

- Complete
- Secure
- Traceable
- Governed

4. RECORDS MANAGEMENT MODEL

Each record should include:

- Record identifier
- Classification
- Record owner
- Creation date
- Retention schedule
- Security classification
- Version history
- Storage location
- Disposition status
- Audit history

5. RECORDS LIFECYCLE

Records management includes:

- Creation
- Classification
- Storage
- Protection
- Access
- Retention

- Archiving
- Lawful disposition

6. RECORDS CONTROLS

Organizations may implement:

- Records repositories
- Retention schedules
- Classification standards
- Access controls
- Audit logging
- Automated disposition workflows

7. PERFORMANCE INDICATORS

Organizations should monitor:

- Record retrieval time
- Retention compliance
- Classification accuracy
- Unauthorized access events
- Archive completeness
- Disposition accuracy

8. GOVERNANCE

Leadership shall approve records policies, assign records custodians, oversee retention schedules, allocate preservation resources, review compliance, and ensure records remain trustworthy and accessible.

9. CONTINUAL IMPROVEMENT

Records management should improve through audits, regulatory updates, technology modernization, user feedback, lifecycle reviews, and lessons learned.

10. SUCCESS CRITERION

Every Civic Station deployment should maintain a governed information governance records management framework that preserves institutional records, supports accountability, and strengthens the Universal Core through consistent lifecycle management.

Universal Information Governance Data Stewardship Framework

CSA-112 — Universal Information Governance Data Stewardship Framework Version: Draft 0.1 Series: Civic Station Architecture Status: Architecture Planning Document

1. PURPOSE

This framework establishes a standardized approach for governing, protecting, maintaining, and improving organizational data assets throughout their lifecycle. It defines stewardship responsibilities that ensure data remains accurate, trusted, secure, and useful across the Civic Station ecosystem.

2. OBJECTIVES

- Promote responsible data stewardship.
- Improve data quality.
- Define ownership and accountability.
- Protect sensitive information.
- Support evidence-based decisions.
- Align data stewardship with the Universal Core architecture.

3. DATA STEWARDSHIP PRINCIPLES

Data stewardship shall be:

- Accurate

- Accountable
- Consistent
- Secure
- Transparent
- Governed

4. DATA STEWARDSHIP MODEL

Each governed data asset should include:

- Data asset identifier
- Business owner
- Data steward
- Classification
- Quality standards
- Approved uses
- Security requirements
- Retention requirements
- Related systems
- Review schedule

5. DATA STEWARDSHIP LIFECYCLE

Stewardship activities include:

- Planning
- Collection
- Validation
- Maintenance
- Protection

- Use
- Review
- Retirement

6. DATA STEWARDSHIP CONTROLS

Organizations may implement:

- Data catalogs
- Steward assignment registers
- Quality scorecards
- Access governance
- Metadata repositories
- Stewardship dashboards

7. PERFORMANCE INDICATORS

Organizations should monitor:

- Data quality scores
- Steward assignment coverage
- Metadata completeness
- Access compliance
- Review completion rate
- Data issue resolution time

8. GOVERNANCE

Leadership shall appoint data stewards, approve stewardship policies, allocate stewardship resources, oversee quality improvement initiatives, review stewardship performance, and ensure accountability for critical data.

9. CONTINUAL IMPROVEMENT

Data stewardship should improve through audits, quality assessments, stakeholder feedback, technology modernization, governance reviews, and lessons learned.

10. SUCCESS CRITERION

Every Civic Station deployment should maintain a governed information governance data stewardship framework that preserves trusted data, supports organizational accountability, and strengthens the Universal Core through consistent stewardship practices.

Universal Information Governance Information Stewardship Framework

CSA-137 — Universal Information Governance Information Stewardship Framework Version: Draft 0.1 Series: Civic Station Architecture Status: Architecture Planning Document

1. PURPOSE

This framework establishes a standardized approach for governing the stewardship of information assets throughout the Civic Station ecosystem. Information stewardship ensures that designated individuals and organizations actively manage information quality, accessibility, protection, lifecycle, and business value on behalf of the community they serve.

2. OBJECTIVES

- Define stewardship responsibilities.
- Improve information quality.
- Coordinate governance activities.
- Promote responsible information management.
- Increase organizational accountability.
- Align stewardship practices with the Universal Core architecture.

3. INFORMATION STEWARDSHIP PRINCIPLES

Information stewardship shall be:

- Responsible

- Transparent
- Collaborative
- Accountable
- Sustainable
- Governed

4. INFORMATION STEWARDSHIP MODEL

Each governed information domain should define:

- Steward identifier
- Information owner
- Steward responsibilities
- Authority boundaries
- Escalation procedures
- Quality objectives
- Compliance obligations
- Review schedule
- Reporting requirements
- Improvement objectives

5. STEWARDSHIP LIFECYCLE

Stewardship activities include:

- Assignment
- Planning
- Monitoring
- Coordination
- Quality improvement

- Issue resolution
- Review
- Continuous improvement

6. STEWARDSHIP CONTROLS

Organizations may implement:

- Stewardship charters
- Responsibility matrices
- Governance committees
- Steward review meetings
- Quality scorecards
- Improvement action registers

7. PERFORMANCE INDICATORS

Organizations should monitor:

- Steward assignment coverage
- Information quality scores
- Policy compliance
- Issue resolution time
- Review completion rates
- Governance maturity

8. GOVERNANCE

Leadership shall establish stewardship standards, appoint qualified stewards, define responsibilities, allocate governance resources, oversee stewardship performance, and ensure consistent implementation across the enterprise.

9. CONTINUAL IMPROVEMENT

Stewardship practices should improve through governance reviews, performance measurement, stakeholder feedback, process refinement, education, and lessons learned.

10. SUCCESS CRITERION

Every Civic Station deployment should maintain a governed information stewardship framework that clearly defines stewardship responsibilities, improves information quality, and strengthens the Universal Core architecture.

Universal Information Governance Information Governance Policy Management Framework

CSA-200 — Universal Information Governance Information Governance Policy Management Framework Version: Draft 0.1 Series: Civic Station Architecture Status: Architecture Planning Document

1. PURPOSE

This framework establishes a standardized approach for managing Information Governance policies throughout the Civic Station ecosystem. Information Governance Policy Management ensures that governance policies are created, approved, maintained, communicated, reviewed, and retired in a controlled and consistent manner.

2. OBJECTIVES

- Establish consistent governance policy management practices.
- Ensure policies remain current and effective.
- Support clear governance expectations.
- Improve policy visibility and accessibility.
- Maintain accountability for governance requirements.
- Align policy management practices with the Universal Core architecture.

3. INFORMATION GOVERNANCE POLICY MANAGEMENT PRINCIPLES

Policy management shall be:

- Clear
- Consistent
- Current
- Accessible
- Enforceable
- Governed

4. POLICY MANAGEMENT MODEL

Each policy management program should define:

- Policy objectives
- Policy ownership
- Policy creation processes
- Approval requirements
- Communication methods
- Review schedules
- Compliance expectations
- Retirement procedures
- Version management
- Governance status

5. POLICY MANAGEMENT LIFECYCLE

Policy activities include:

- Policy identification
- Drafting
- Review
- Approval
- Publication
- Implementation
- Monitoring
- Revision
- Retirement

6. POLICY MANAGEMENT CONTROLS

Organizations may implement:

- Policy repositories
- Approval workflows
- Version tracking
- Policy review schedules
- Communication procedures
- Policy compliance assessments

7. PERFORMANCE INDICATORS

Organizations should monitor:

- Policy review completion
- Policy accessibility

- Policy compliance
- Policy update effectiveness
- Stakeholder awareness
- Governance maturity

8. GOVERNANCE

Leadership shall establish policy management standards, define policy ownership, oversee policy development, approve governance policies, allocate resources, and ensure consistent Information Governance Policy Management throughout the enterprise.

9. CONTINUAL IMPROVEMENT

Policy management practices should evolve through reviews, audits, stakeholder feedback, operational experience, technology improvements, governance assessments, and lessons learned.

10. SUCCESS CRITERION

Every Civic Station deployment should maintain a governed Information Governance Policy Management framework that provides clear, current, and effective governance policies while strengthening transparency, accountability, and trust throughout the Universal Core architecture.

Operational Enterprise Records Governance Systems Handbook

OM-1324 Operational Enterprise Records Governance Systems Handbook

Purpose

The Operational Enterprise Records Governance Systems Handbook establishes a framework for governing the creation, classification, retention, protection, retrieval, archival, and lawful disposition of enterprise records. Records governance ensures that Civic Stations maintain trustworthy records that support accountability, operational continuity, historical preservation, compliance, and informed decision-making throughout the organization.

Objectives

- Govern enterprise records throughout their complete lifecycle. •

Establish consistent records management standards. • Protect the authenticity and integrity of official records. • Improve retrieval and accountability for organizational information. • Support mission success through disciplined records stewardship.

Records Governance Principles

1. Official records are enterprise assets requiring stewardship.

2. Records should be authentic, reliable, complete, and accessible.

3. Classification and retention should follow documented policies.

4. Sensitive records should receive appropriate protection.

5. Disposition should be authorized, documented, and auditable.

6. Continuous review strengthens organizational accountability.

Records Governance Lifecycle

1. Create or receive official records.

2. Classify records according to governance policies.

3. Apply retention schedules and security controls.

4. Maintain accessibility during active use.

5. Archive records with long-term value.

6. Authorize lawful disposition of expired records.

7. Review governance effectiveness and capture lessons learned.

8. Repeat the records governance cycle.

Records Governance Focus Areas

Examples include: • Administrative records • Financial records • Personnel records • Operational records • Legal and compliance records • Historical archives • Retention schedules • Audit documentation

Management Practices

Organizations should: • Maintain documented records governance policies.

- Assign custodians for critical record collections. • Preserve audit

trails and disposition authorizations. • Conduct recurring records governance reviews. • Coordinate records management across Civic Stations. • Align records governance with enterprise strategy.

Measures of Success

Effective records governance may be reflected by: • Improved record accessibility • Stronger compliance and accountability • Reduced records management risk • Better preservation of organizational history • More efficient audits and investigations • Sustained mission fulfillment

Relationship to Other Manuals

OM-1324 builds upon OM-1323 Operational Enterprise Digital Knowledge Preservation Systems by establishing governance for both digital and physical enterprise records throughout their lifecycle. It establishes the foundation for future manuals covering Enterprise Digital Archives, Enterprise Archival Operations, and the continued evolution of Civic Stations.

End of OM-1324

Governance And Decision-Making Handbook Reference Edition V1.0.0

OM-014

GOVERNANCE AND DECISION-MAKING HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

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Document ID: OM-014

Title: Governance and Decision-Making Handbook

Publisher: America Together 2028

Edition: America Together 2028 Reference Edition

Document Version: 1.0.0

Publication Year: 2026

References: CS-001 through CS-007 OM-001 through OM-013

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1. PURPOSE

This handbook provides guidance for making, documenting, communicating, and reviewing decisions within Civic Stations operating under the America Together 2028 Reference Edition.

Good governance promotes consistency, accountability, transparency, and long-term organizational stability.

==========

2.

GOVERNANCE PHILOSOPHY

Governance exists to support the mission of the Civic Station.

Decisions should strengthen:

- Public trust • Community participation • Transparency • Long-term

sustainability • Respectful collaboration

The objective is good stewardship rather than unnecessary control.

==========

3.

DECISION-MAKING PRINCIPLES

Whenever practical, decisions should be:

- Mission focused • Evidence informed • Clearly documented • Consistent

with published standards • Respectful of local circumstances • Open to future improvement

==========

4. DECISION PROCESS

==========

A recommended decision process includes:

- Identify the issue. • Gather relevant information. • Review applicable

standards. • Consult affected individuals. • Evaluate available options.

- Record the decision. • Communicate the outcome. • Review results when

appropriate.

==========

5. ROLES

AND RESPONSIBILITIES

Governance responsibilities may be shared among:

- Station Managers • Volunteer Coordinators • Knowledge Curators •

ElectionOS Administrators • Project Leaders • Advisory groups

Responsibilities should be clearly defined.

==========

6.

DOCUMENTATION

Significant decisions should include:

- Decision title • Date • Responsible parties • Supporting information •

Decision summary • Expected outcomes • Follow-up actions

Documentation preserves institutional memory.

==========
7.

DISAGREEMENTS

Disagreements should be addressed through:

- Respectful discussion • Review of published standards • Additional

fact gathering • Constructive compromise when appropriate • Clear documentation of final decisions

The goal is resolution, not personal victory.

==========
8. PERIODIC REVIEW
==========

Major policies and procedures should be reviewed periodically to:

- Confirm continued effectiveness • Identify improvements • Reflect

updated standards • Incorporate lessons learned

==========
9.

ACCOUNTABILITY

Leaders should remain accountable by:

- Explaining important decisions • Correcting mistakes • Maintaining

transparency • Preserving records • Encouraging community feedback

Accountability strengthens confidence.

==========

10.

LONG-TERM OBJECTIVE

Effective governance helps ensure that Civic Stations remain stable, trustworthy, adaptable, and capable of serving their communities for generations.

Every well-documented decision contributes to a stronger and more resilient civic institution.

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END OF OM-014

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Governance Maturity And Organizational Evolution Handbook Reference Edition V1.0.0

OM-044

GOVERNANCE MATURITY AND ORGANIZATIONAL EVOLUTION HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

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Document ID: OM-044

Title: Governance Maturity and Organizational Evolution Handbook

Publisher: America Together 2028

Edition: America Together 2028 Reference Edition

Document Version: 1.0.0

Publication Year: 2026

References: CS-001 through CS-007 OM-001 through OM-043

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1. PURPOSE

This handbook establishes recommended practices for evaluating the organizational maturity of Civic Stations and guiding their continued evolution as stable, effective, and resilient civic institutions.

Organizational maturity reflects the ability to consistently fulfill the organization’s mission through well-developed people, processes, knowledge, and governance.

==========

2. MATURITY PHILOSOPHY

==========

Organizational development is a continual journey rather than a final destination.

Growth should emphasize:

- Learning • Stability • Adaptability • Sustainability • Responsible

leadership • Community service

Every Civic Station should strive for continual improvement.

==========

3. MATURITY DOMAINS

==========

Organizations may periodically evaluate progress in areas such as:

- Governance • Volunteer development • Documentation • Technology •

Financial stewardship • Community engagement • Knowledge management • Strategic planning

Balanced development produces resilient organizations.

==========

4. STAGES

OF DEVELOPMENT

A station may progress through broad stages such as:

- Formation • Stabilization • Growth • Integration • Leadership •

Mentorship

These stages are descriptive rather than prescriptive and may overlap depending on local circumstances.

==========

5.

SELF-ASSESSMENT

Organizations are encouraged to periodically review:

- Strengths • Weaknesses • Opportunities • Risks • Community needs •

Organizational readiness

Assessments should support planning and improvement.

==========

6.

IMPROVEMENT PLANNING

Improvement initiatives should:

- Prioritize important needs • Build upon existing strengths • Assign

responsibilities • Establish review milestones • Measure progress

Well-defined plans encourage sustainable advancement.

==========
7. SHARING EXPERIENCE
==========

More experienced Civic Stations are encouraged to assist newer stations by sharing:

- Practical lessons • Successful practices • Training resources •

Documentation • Mentorship

Shared experience strengthens the entire network.

==========
8.

DOCUMENTATION

Maintain records including:

- Self-assessments • Improvement plans • Annual maturity reviews •

Development milestones • Supporting evidence • Historical summaries

Documentation preserves organizational learning.

==========

9. PERIODIC REVIEW

==========

Organizations should revisit maturity assessments regularly to ensure they remain aligned with changing community needs, organizational capabilities, and published standards.

==========

10.

LONG-TERM OBJECTIVE

The long-term objective is to cultivate Civic Stations that mature into trusted, self-improving civic institutions capable of serving their communities, mentoring future organizations, and preserving their mission across generations.

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END OF OM-044

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Knowledge Repository Governance Handbook Reference Edition V1.0.0

OM-056

KNOWLEDGE REPOSITORY GOVERNANCE HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

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Document ID: OM-056

Title: Knowledge Repository Governance Handbook

Publisher: America Together 2028

Edition: America Together 2028 Reference Edition

Document Version: 1.0.0

Publication Year: 2026

References: CS-001 through CS-007 OM-001 through OM-055

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1. PURPOSE

This handbook establishes recommended practices for governing organizational knowledge repositories used by Civic Stations.

A well-governed repository supports collaboration, preserves institutional knowledge, and helps volunteers locate accurate information efficiently.

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2.

REPOSITORY OBJECTIVES

Knowledge repositories should:

- Preserve organizational knowledge • Improve discoverability • Reduce

duplication • Support collaboration • Maintain version history • Encourage responsible stewardship

==========

3. CONTENT

ORGANIZATION

Repositories are encouraged to organize information into logical categories such as:

- Governance • Operations • Training • Communications • Projects •

Technology • Historical archives • Reference materials

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4. CONTENT OWNERSHIP

==========

Each knowledge asset should identify:

- Content owner • Responsible reviewer • Creation date • Current version
- Review schedule • Related documents

==========
5. QUALITY ASSURANCE
==========

Organizations should periodically review repository content to:

- Verify accuracy • Remove duplication • Correct outdated references •

Improve clarity • Archive obsolete material

==========
6. ACCESS MANAGEMENT
==========

Repository access should support appropriate transparency while protecting sensitive information through documented permissions and role-based access where appropriate.

==========
7.

SEARCHABILITY

Knowledge systems should encourage consistent naming, tagging, cross-referencing, and indexing to improve retrieval and reduce the time required to locate information.

==========

8. MAINTENANCE

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Maintain records including:

- Repository inventories • Review logs • Content revisions • Archive

activities • Access policies • Improvement recommendations

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9.

CONTINUOUS IMPROVEMENT

Knowledge repositories should evolve through structured review, community feedback, and organizational learning while preserving historical continuity.

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10.

LONG-TERM OBJECTIVE

The long-term objective is to establish trusted knowledge repositories that preserve institutional memory, support informed decision-making, and provide reliable access to organizational information for current and future generations.

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END OF OM-056

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Reference and Library Connections

Topic and Source Finder

- School Board Pathway
- School System Pathway
- Universal Information Governance Records Management Framework
- Universal Information Governance Data Stewardship Framework
- Universal Information Governance Information Stewardship Framework
- Universal Information Governance Information Governance Policy Management Framework
- Operational Enterprise Records Governance Systems Handbook
- Governance And Decision-Making Handbook Reference Edition V1.0.0
- Governance Maturity And Organizational Evolution Handbook Reference Edition V1.0.0
- Knowledge Repository Governance Handbook Reference Edition V1.0.0

Related Publications

- City Hall Core (CSUC-INS-001)
- Court System Core (CSUC-INS-002)
- Civic Station Foundations (CSUC-FND-001)
- Core Reference Edition (CSUC-REF-001)